



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> U.S. Embassy Ashgabat	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> A71004
---	---------------------------	-----------------------------------

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) to confirm accuracy before advertisement

<b>5. CLASSIFICATION ACTION</b>	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Management Officer	Cultural Affairs Assistant, FSN-6005	08	BM	11/26/2010
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION</b> Public Affairs Section	a. First Subdivision Cultural Affairs Office
b. Second Subdivision	c. Third Subdivision
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
Typed Name and Signature of Employee Date(mm-dd-yy)	Typed Name and Signature of Supervisor Date(mm-dd-yy)
<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>
02/10/2014	02/10/2014
Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

**BASIC FUNCTION:** Under the direct supervision of the Cultural Affairs Specialist (CAS) and Cultural Affairs Officer (CAO) manages cultural programs and exchanges and supports other activities of the Public Affairs Section.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Coordinates in-country cultural arts programs and cultural arts outreach. This includes maintaining and developing contacts with local artists, organizations, institutions, venues, and GOTX officials; developing programs including program design, budgets, and funding mechanism; coordinating and managing program logistics with the assistance of the Public Affairs Clerk to include advertising, ticketing, and necessary administrative support; and preparing program, grant and impact reports on all events, programs and activities. Also includes developing and maintaining lists of upcoming cultural programs for distribution to the Embassy community; and organizing cultural program for visitors and official delegations, as well as organizing cultural programs for Embassy representational events as requested. - 35%
2. Coordinates cultural arts programs with the involvement of U.S. participants. This includes proposing appropriate venues for the participation of US participants, working with various private and State Department organizations to draft proposals in order to secure funding; developing program schedules including proposed topics, venues and audiences; coordinating and managing program logistics with the assistance of the Public Affairs Clerk to include advertising, ticketing, and necessary administrative support; and preparing program, grant and impact reports on all events, programs and activities - 30%
3. Administers the Ambassador's Fund for Cultural Preservation (AFCP). This includes developing and maintaining relationships with past, present and potential future grantees; working with potential grantees to develop project ideas; soliciting proposals from various institutions and organizations and providing advice to these organizations on AFCP guidelines and regulations; preparing grant proposal for submission; working with appropriate officials to provide additional information about proposals; administering and monitoring grants to AFCP recipients per all applicable regulations; and preparing program, grant and impact reports on all events, programs and activities - 20%
4. Provides written and oral translation in support of cultural programming. This includes translating at Embassy events, diplomatic meetings, and other events; drafting and translating correspondence for Public Affairs Officer's and Cultural Affairs officer's signature; and drafting and translating other materials relating to program activities. – 10%
5. Assists the CAO and PAO with other projects as assigned. - 5%

## **REQUIRED QUALIFICATIONS:**

### **Education:**

University degree in education, the humanities, communication, business or management.

### **Prior Work Experience:**

One to two years' progressively responsible experience in managing educational and/or cultural programs, or related fields.

**Post Entry Training:** Available and applicable USG-sponsored courses at FSI, RPO/Vienna, RSC Frankfurt or other sites. PAS and American officers will provide OJT regarding public diplomacy regulations, post priorities and programs as appropriate.

### **Language Proficiency:**

Fluent (IV) written and spoken English, Turkmen and Russian is required.

**Knowledge:**

Ability to develop and maintain access to high-level contacts in government, cultural, and artistic circles. Ability to work independently, with minimal supervision, in the administration of programs; ability to plan, execute and follow up on programs; ability to draft correspondence in English and Turkmen. Ability to locate and utilize online and other electronic resources. Detail oriented. Forward thinking. Knowledge of Word, Excel, Power Point.

The incumbent must have a good understanding of Turkmenistan's and the United States' social and educational structures, institutions, and cultures. Must understand the cultural sensitivities of both countries with a view to effectively addressing the differences between them.

The incumbent must be familiar with cultural Ministries and institutions and their operation in Turkmenistan.

The incumbent must have a working knowledge of public diplomacy regulations, procedures, and programs.

**Skills and Abilities:**

Ability to organize and plan events. Ability to independently follow-up on a variety of administrative details and paperwork. Ability to do desk-top publishing and basic design. Ability to initiate and maintain working level contacts in cultural, artistic, and local governmental institutions. Ability to translate and/or draft correspondence in English, Russian and Turkmen. Typing 35 wpm.

**POSITION ELEMENTS:**

**a) Supervision received:** The incumbent works under the direct supervision of the Cultural Affairs Specialist.

**b) Available Guidelines:** Agency handbooks provide guidance on professional and technical issues. The incumbent can seek guidance from the supervisor and the Mission Program Plan.

**c) Exercise of Judgment:** The incumbent must exercise independent judgment in maintaining contacts with Turkmen officials and must carefully track the income and expenditure of funds and materials. She/he has no authority to expend funds without approval from the Public Affairs Officer.

**d) Authority to Make Commitments:** None.

**e) Nature, Level and Purpose of Contacts:** The incumbent initiates and maintains working level contacts with target institutions. The incumbent has regular contact with high level local government officials in the fields of culture and the arts.

**f) Supervision Exercised:** No supervisory responsibilities. Financial accountability.

**g) Time Required to Perform Full Range of Duties:** Six months